

**VIRGINIA NATIONAL GUARD TECHNICIAN EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NO. 05-135**

POSITION: Staff Accountant, 05-135, (PD No. 70371000)

GRADE/PAY: GS-0510-11 \$50,541.00 - \$65,704.00 per annum
GS-0510-09 \$41,772.00 - \$54,300.00 per annum

DUTY LOCATION: USPFO, Fort Pickett, Blackstone, VA

OPENING DATE: 24 August 2005 **CLOSING DATE:** 22 September 2005 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Commissioned Officer (NTE 04) and Enlisted Personnel

WHO CAN APPLY:

GROUP I - All qualified Commissioned Officers (NTE 04) and Enlisted personnel currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard Commissioned Officers and Enlisted personnel, regardless of employment status (Traditional, Military Technician or AGR). To be considered s a Group II applicant, proof of appointment/enlistment in the Virginia National Guard must be attached if the appointment/enlistment occurred within 60 days prior to or during the advertisement period.

GROUP III - All personnel eligible for membership in the Virginia National Guard.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of an AOC/ MOS as follows: O: AOC: 45; E: CMF: 44 MOS: 73C, 73D, 73Z

MILITARY ASSIGNMENT: If selected, applicant must occupy a military assignment that ensures proper grade, unit, and AOC/MOS prior to placement.

POINT OF CONTACT: MAJ Robert Clarke, (434) 298-6171

QUALIFICATION REQUIREMENTS:

GENERAL: Experience, education or training which demonstrates the knowledge of accountants to classify and evaluate financial data; record transaction in financial records; develop and install new accounting systems, revise existing accounting systems; and prepare and analyze financial statements, records and reports. Auditors to examine accounts for (a) the degree of compliance with laws, regulations and principles of sound financial management; (b) the effectiveness; economy, and efficiency of resource utilization and management systems; and (c) the extent to which desired results or benefits are being achieved. These assignments consist of planning, conduction, and reporting on the audit.

BASIC REQUIREMENTS:

A: Degree: Accounting; or a degree in a related field such as business administration, finance, or public administration that includes or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

B: Combination of education and experience - at least four (4) years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge, and must include at least one of the following:

1. Twenty-four (24) semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law.
 2. A certificate as Certified Public Accountant or Certified Internal Auditor (obtained through written examination).
- OR**
3. Completion of requirements for a degree with major study in accounting, auditing or a related field which includes substantial course work in accounting or auditing, e.g., 15 semester hours, but which does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) the applicant has successfully demonstrated the ability to perform work of the GS-11 or higher grade level in accounting auditing or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors have determined that the applicant has demonstrated a good knowledge of accounting and of related underlying fields that equals breadth, depth, currency, and level of advancement which is normally associated with successful completion of the 4-year course of study in paragraph A: and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

***NOTE:** A college transcript must be attached to the application certifying college credits. If an accounting course does not have an "ACC" code, then a copy of the appropriate school catalog pages must be attached to identify the course as an Accounting/Auditing course.

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER 05-135

SPECIALIZED: GS-11/09: In addition to the basic requirements, GS-11 must have one year equivalent of GS-09 experience and GS-09 must have one year equivalent to the GS-07 experience which has equipped the applicant with the following specialized experience that demonstrates: the ability to gather, assemble and analyze facts pertaining to the financial condition and operating practices of an organization; ability to draw conclusions and develop solutions to complex professional auditing and accounting situations; experience that demonstrates an ability to make effective oral and written communications on complex issues to managers and technical experts.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

GS-11/09:

1. Knowledge of internal accounting controls systems.
2. Ability to apply professional accounting principles in the analysis of management techniques.
3. Knowledge of sound financial management principles.
4. Knowledge of regulatory and operating controls.
5. Knowledge of applicable laws and regulations.
6. Skill in writing on complex and professional subjects.
7. Ability to determine economy and efficiency in the use of resources.
8. Skill in organizing and developing clear and meaningful written communications.
9. Ability to orally present and discuss complex ideas in a clear, concise manner.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70371000: Plans, coordinates, and conducts an annual written Operational Review Program (ORP). The ORP encompasses reviews of all functional finance and accounting operations. Serves as the division's primary point of contact for the Management Control Program. Continually assesses and evaluates the effectiveness of finance and accounting operations through the review of standard performance management metrics. Reviews and analyzes a wide variety of reports including reports produced by NGB standard and local automated systems.

REMARKS:

Individual selected at the lower grade may be noncompetitively promoted to the next higher grade upon completion of qualifications stated for that grade.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VA 23824-6316, TO ARRIVE IN THE HUMAN RESOURCE OFFICE BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@va.ngb.amry.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS, OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. SELECTION AND PLACEMENT OF ANY GROUP II OR GROUP III APPLICANT IS CONTINGENT UPON SATISFACTORY COMPLETION OF A PREPLACEMENT MEDICAL EXAMINATION WHICH WILL BE PAID FOR BY THIS AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/htms>.